

SOUTHWEST FIREFIGHTERS TYPE 2 CREW MANAGEMENT HANDBOOK
APPENDICES (ver. 5-9-08)

TABLE OF CONTENTS

Appendix	Page(s)
A. SWFF Recruitment Package	
1. SWFF Recruitment Package and Instructions to Applicant . . .	1
2. SWFF Privacy Act Statement	2
3. Southwest Firefighter and Camp Crew Member Application . . .	3
4. Preamble to Southwest Firefighter Condition-of-Hire.	4
5. Conditions-of-Hire and General Information Concerning Employment as a SWFF Crew Member".	5-7
6. Statement of Physical Ability for Arduous/Heavy Physical Work	8-9
7. Disciplinary Guidelines.	10
8. 18 Situations that Shout "Watch-out" & 10 Standard. Fire Orders	11
B. Interagency Resource Representative Information Package	12-14
C. Crew Representative Information Package	15-18
D. Crew Boss Information Package	19-20
1. "Crew Supervisor Mobilization Checklist"	21
2. Passenger/Cargo Manifest	22

RECRUITMENT PACKAGE
for
SOUTHWEST FIREFIGHTER
or
CAMP CREWMEMBER

CONTENTS

These are the minimum standards required for recruitment package. Sponsoring units or agency can impose more stringent policy if needed.

1. Privacy Act Statement.
2. Southwest Firefighter and Camp Crewmember Application form.
3. Preamble to Southwest Firefighter Condition-of-Hire.
4. Condition-of-Hire and General Information Sheet for Southwest Firefighter and Camp Crewmember.
5. Statement of Physical Ability for Arduous/Heavy Physical Work.
6. Immigration and Naturalization Employment Verification (Form I-9).
7. Southwest Area/SWFF Qualification Requirements.
8. Disciplinary Guidelines for Southwest Firefighters.
9. Eighteen Situations That Shout "Watch-out" and Ten Standard Fire Orders.
10. Rules of Conduct.

INSTRUCTIONS TO APPLICANT

1. This entire package must be completed and returned to the hiring agency official.
2. Read all instructions CAREFULLY AND COMPLETELY before beginning to fill in the application and information sheets.
3. If you do not understand any part of the application or Condition-of-Hire, request assistance from the agency officials.
4. Your signature on the attached documents signifies understanding and acceptance. If you do not understand, or are unwilling to accept these conditions, do not sign or submit this application package.

INSTRUCTIONS TO RECRUITING AGENCY

1. INSURE THAT THE APPLICANT UNDERSTANDS THIS APPLICATION. If there is any doubt, provide, or insure that an interpreter is provided.
2. Complete the agency portions of all forms.
3. Pull the SWFF application, signed Condition-of-Hire, statement of physical ability, and Naturalization Eligibility Verification (Form I-9).
4. Return the remaining portions of the recruitment package to the applicant.
5. Establish a permanent record file on the new SWFF member with the items retained.

Appendix A - #2 Privacy Act Statement

SOUTHWEST FIREFIGHTER
AND CAMP CREWMEMBER
APPLICATION INFORMATION

PRIVACY ACT STATEMENT

Disclosure of your social security number (SSN) is mandatory as a Condition-of-Hire for Southwest Firefighter or Camp Crew Members. The hiring agency is the only agency with access to this information.

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State Unemployment Compensation Office regarding a claim; to a Federal, State, or local Law Enforcement Agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; and to the General Services Administration in connection with its responsibilities for records management. The Casual Pay Center will use the SSN to pay the Administratively Determined (AD) employees.

Furnishing the information in the recruitment package for Southwest Firefighter or Camp Crewmember, your social security number is a Condition-of-Hire and failure to do so may result in disapproval of your request for employment.

If the hiring agency uses the information furnished in the recruitment package for purposes other than these indicated above, it may provide you with an additional statement reflecting these purposes.

Appendix A - #3 - Application

SOUTHWEST FIREFIGHTER
AND CAMP CREWMEMBER APPLICATION

PART A - TO BE COMPLETED BY APPLICANT (PLEASE PRINT)

1. SOCIAL SECURITY NUMBER	2. FIRST NAME	MIDDLE NAME	LAST NAME
3. MAILING ADDRESS	CITY	STATE	ZIP CODE
4. TELEPHONE (HOME)	(ALTERNATE)	5. AGE	6. DATE OF BIRTH
			7. WEIGHT
8. Were you ever a MEMBER of a Southwest Firefighter Crew?			YES NO
9. How Long?			Years
10. Have you ever had a Southwest Firefighter Card REVOKED?			YES NO
11. Total number of years of firefighting experience:			Years
12. How many fires were you on last year?			
13. Present occupation - if student, enter present grade, name of school, and location.			

NOTE: A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT WILL BE GROUNDS FOR NOT APPROVING YOU, OR REVOKING YOUR FIREFIGHTING CARD INDEFINITELY.

I, the undersigned, certify that all of the statements made on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. All information requested on this form is provide voluntarily. I understand that it will be used to determine and certify me as qualified for the position of Southwest Firefighter. This information is available to State and Federal Agencies responsible for fire suppression. I understand that withholding information will jeopardize my possibilities of being selected as a Southwest Firefighter or Camp Crewmember. I have read, or been read, and understand, and have signed, the Southwest Firefighter and Camp Crewmember Condition-of-Hire, attached.

Signature of Applicant (Sign in Ink)	Date Signed
---	----------------

PART B - TO BE COMPLETED BY LOCAL AGENCY REPRESENTATIVE AFTER APPLICANT HAS SATISFACTORILY PRESENTED A STATEMENT OF PHYSICAL ABILITY FOR ARDUOUS/HEAVY PHYSICAL WORK.

1. Applicant's Fire Qualification (only check one)
Crewmember Squad Boss Crew Supervisor
2. Enter Physical Fitness "Work Capacity Test"
3. Based on the application, statement of physical ability, and physical fitness test, is the applicant qualified to be a member of the Southwest Firefighters?
YES NO

Signature of Agency Representative	Date Signed
------------------------------------	----------------

Appendix A - #4 - Preamble to Condition-of-Hire

PREAMBLE TO SOUTHWEST FIREFIGHTER
CONDITION-OF-HIRE

Since 1948, the southwest firefighter organization has provided a valuable service in the suppression of wildfires nation-wide. In 60 years of firefighting, SWFF members have earned an outstanding reputation and the respect of all wildland fire management agencies throughout the United States.

You as a member of the SWFF are (or will become) a part of the proud SWFF tradition; a tradition that has weathered the test of time. YOU are the present and the future of SWFF tradition. Through YOUR efforts, SWFF will continue to serve a unique role in the wildland firefighting organization, and will continue to develop an even better reputation in future years.

WELCOME TO A VERY SPECIAL FAMILY - THE SOUTHWEST FIREFIGHTERS

Appendix A - #5 - Conditions of Hire

SOUTHWEST FIREFIGHTERS
AND CAMP CREWMEMBERS

UPON SIGNING THIS AGREEMENT, YOU, THE UNDERSIGNED, HAVE AGREED TO ABIDE BY THE CONDITIONS OF HIRE AS DESCRIBED IN THIS AGREEMENT CONDITIONS OF HIRE

1. You have agreed to be hired by an agency of the Southwest Area as an emergency firefighter. The work is hard and sometimes must be performed under stressful situations and conditions. You may work more than 12 hours per day. Prompt compliance with your supervisor's instructions and orders are required at all times. You must be at least 18 years old and in good physical health (a physical examination may be required at the discretion of the hiring official). Close living conditions in fire camps require personal cleanliness. Personal hygiene must meet standards set by your supervisor, particularly your hair, which must be maintained in such a way that a safety hat can be properly worn.
2. Disclosure of your Social Security Number (SSN) is mandatory.
3. Possession of firearms, intoxicating beverages, marijuana, and all other forms of controlled substances not prescribed by a physician is prohibited for the duration of the assignment--both ON-SHIFT and OFF-SHIFT.
4. You must disclose any and all existing ailments or injuries before being sent out on assignment (Existing ailments or injuries will not be covered by O.W.C.P.). Dental work that is not directly a result of working on the fireline must be paid for by the firefighter (i.e. fillings that have fallen out, abscess conditions, toothaches, etc.)
5. If you are fired, or you quit without good reason before your scheduled demobilization, your pay will stop at that time. Incident Commander and or home unit may decide whether the Government will provide return transportation or pay you for travel time back to where you were hired. You may be charged for the return transportation costs, and/or the costs of personal needs during the waiting time.
6. You will follow all safety practices, and not jeopardize you own safety, or the safety of others.
7. You will not purposely damage government or personal property.
8. You will not verbally or physically intimidate or threaten, or physically abuse co-workers or supervisors.
9. You will not lie, cheat, or deliberately conceal the truth concerning employment or any of these Conditions-of-Hire terms.
10. If you are injured or get sick, you will report to your work supervisor immediately and provide complete details of injuries, including witnesses.

Appendix A - #5 - Conditions-of-Hire (cont.)

11. Government property (such as hard hats, tools, blankets, etc.) issued to you must be returned. If they are lost, destroyed, or left in bad condition, the cost of these items may be deducted from you check.
12. If you are on active duty with the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) you cannot be employed or paid for firefighting. DO NOT APPLY for nor accept assignment as a SWFF firefighter.
13. You, as a SWFF crewperson, are hired for a fire assignment. You will be restricted to a fire camp or staging area at the discretion of the officer-in-charge. Your pay status will be determined by the officer-in-charge following Interagency Incident Business Management Handbook policies.
14. You will abide by all terms of Rest and Relaxation which are negotiated by the Interagency Resource Representative or Crew Representative in charge of your crew. These terms will be negotiated with the Planning Section Chief, or Incident Commander on the incident.
15. There is no guarantee how long an assignment will last. Once you have accepted an assignment as a Southwest Firefighter, you will be required to remain until release.
16. You are required to bring your own personal items that will be contained in one bag, both to and from the incident, with a weight limitation of 45 pounds. No radio, "boom boxes", or other electronic gear weighing over one pound are allowed. Individuals exceeding the personal gear weight limitation will be required to leave excess weight items behind. The Government will not be responsible for these items. Personal items should last for the duration of the assignment.
17. You are required to read and always be aware of the "18 Situations That Shout Watch-out" and "The 10 Standard Firefighting Orders".
18. If you are hired to assist your hiring agency in prescribed burning and other projects, you are expected to remain on the crew for the duration of the assignment, just like you would when you are sent out on a wildfire with a crew.

ANY FAILURE TO ABIDE BY ANY OR ALL OF THESE CONDITIONS-OF-HIRE TERMS MAY BE GROUNDS FOR IMMEDIATE DISCHARGE. IF YOU QUIT OR ARE FIRED, YOU MAY NOT BE ENTITLED TO RETURN TRANSPORTATION OR TRAVEL TIME BACK TO YOUR POINT OF HIRE, OR YOU MAY CHARGED FOR YOUR RETURN TRANSPORTATION COSTS.

I, the undersigned, have read, or been read and understand, the above conditions-of-hire, and I agree to abide by them throughout the duration of my employment by an agency of the United States Government.

_____	_____	_____	_____
Employees Printed Name	Employees Signature	Social Security Number (SSN)	Date

Appendix A - #5 - General SWFF Employment Information

GENERAL INFORMATION CONCERNING EMPLOYMENT AS A
SOUTHWEST FIREFIGHTER OR CAMP CREW MEMBER

1. When you sign your time report, you are agreeing that it is correct. This includes commissary items charged. Do not sign the report until you agree.
2. Avoid bringing valuable personal property to assignments, like expensive tents (tents are provided), iPods, portable radios, binoculars, expensive cameras, expensive watches, etc. Report any damage to or loss of your personal property to your supervisor before you leave the incident base camp. The Government assumes no responsibility for loss of personal items not needed for firefighting.
3. Whenever the Officer-in-charge decides it is necessary, the Government will furnish your meals and lodging without cost (this is the normal procedure).
5. You will be paid at an hourly rate. The rate will not change regardless of total number of hours or conditions under which worked. The Pay Plan for Emergency Workers under which you are hired establishes these rates to reflect all these conditions.
6. The Government will provide necessary transportation from the place where you are hired to where you will work and return unless you are discharged for cause or quit without a good reason.
7. If a commissary is provided, the cost of anything you buy from the commissary will be deducted from your check. If necessities need replacing prior to establishment of a commissary, work with your Crew Supervisor, Crew Representative, and/or Interagency Resource Representative to acquire the needed items.
8. Interagency Resource Representative or Crew Representative/Crew Boss will arrange for Rest and Relaxation (R&R) with the appropriate R&R coordinator on the incident management team. SWFF crews must stay together as a crew, with the Crew Representative/Crew Boss, while on R&R. No alcohol, controlled substances or un-prescribed drugs will be used while on R&R. Such use will be grounds for removal from employment and may jeopardize the continued employment of the entire crew to which you are assigned.
9. THE GOVERNMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Appendix A - #6 - Physical Ability Statement

STATEMENT OF PHYSICAL ABILITY FOR ARDUOUS/HEAVY PHYSICAL WORK

INSTRUCTIONS TO APPLICANT

Please read instruction for each section before answering the questions. Type or print answers in ink. If additional details are required, use Section D. After completing this statement, be sure to sign your name and give the date in Section E. Your replies will be evaluated in terms of the particular position for which you are applying (AT THE DISCRETION OF THE APPOINTING OFFICER, A MEDICAL EXAMINATION MAY BE REQUIRED)

IDENTIFICATION OF APPLICANT

NAME (Last, First, Middle)	DATE OF BIRTH (Mo,Day,Yr)	Social Security Number
ADDRESS (Number, Street, City, State and Zip Code)	TITLE OF POSITION APPLIED FOR:	

SECTION A -- PHYSICAL LIMITATIONS

Answer each item "Yes" or "No" by placing an "X" in the proper box below. If you answer "Yes" to any item, give additional details in Section D.

	YES	NO
1. Do you wear glasses or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have difficulty in distinguishing basic colors (red, blue, green)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have difficulty in distinguishing shades of colors?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any hearing problems?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you wear a hearing aid?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have any speech impairment which hinders person-to-person conversation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have an amputation or abnormality of leg, foot, arm, hand, and/or finger?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have difficulty in using arms, or fingers for reaching in any direction, grasping, handling, or fingering?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have any disease or disability which would make your employment in arduous/heavy work a hazard to yourself or others?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B -- PHYSICAL ENDURANCE FACTORS

Answer each item "Yes" or "No" by placing an "X" in the proper box to show your physical ability to carry out the listed activities. If you answer "Yes" to any item, give additional details in Section D. Do you have any problems with:

	YES	NO
1. Sitting for long periods of time?	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing for long periods of time?	<input type="checkbox"/>	<input type="checkbox"/>
3. Frequent walking/climbing of rough/steep terrain?	<input type="checkbox"/>	<input type="checkbox"/>
4. Frequent pushing and pulling motions (Use of hand tools for fireline construction)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Frequent bending, stooping, and crouching (Fireline construction actions)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Occasionally lifting objects weighing up to 50-100 pounds and frequently carrying objects weighing up to 50 pounds?	<input type="checkbox"/>	<input type="checkbox"/>

(continued on reverse side)

SECTION C -- ENVIRONMENTAL ENDURANCE FACTORS

Some positions may involve unusual working conditions or working outside. Answer each item "Yes" or "No" by placing an "X" in the proper box. If you answer "No" to any item give additional details in Section D.

Can you work under the following conditions?

	YES	NO		YES	NO
1. Outside	___	___	9. Dusty atmosphere	___	___
2. Severe heat	___	___	10. Frequent exposure to to smoke or gases	___	___
3. Severe cold	___	___	11. Some contact with oils solvents, or grease	___	___
4. Severe humidity	___	___	12. Frequent walking over rough terrain	___	___
5. Severe dampness or chilling	___	___	13. Frequent travel	___	___
6. Dry atmospheric conditions	___	___			
7. Severe noise	___	___			
8. Constant noise	___	___			

SECTION D -- ADDITIONAL DETAILS

This space is for detailed answers to Sections A, B, and C. (Give item No. and Section Letter)

Item No.	Item No.
	—

IF YOU NEED MORE SPACE, ATTACH ADDITIONAL SHEETS

SECTION E -- CERTIFICATION BY APPLICANT

Date of last satisfactory physical examination _____

By Dr. _____ Location _____
(Dr.'s Name) (City, clinic, etc.)

I certify that all the information I have furnished above is correct to the best of my knowledge and I authorize the release of medical information which will verify the above information. I understand that any information furnished under this authority will only be used to evaluate my physical fitness for firefighting or camp crewmember

(Applicant's Signature)

(Date)

Appendix A - #7 - Disciplinary Guidelines

DISCIPLINARY GUIDELINES FOR SOUTHWEST FIREFIGHTERS

OFFENSES	1 ST OFFENSE	2 ND OFFENSE
MAJOR		
a. Willful failure to follow the reasonable instructions of supervisors or other flagrant demonstration of insubordination.	Termination from fire assignment.	Termination from fire assignment.
b. Absent without official leave (AWOL) from place of duty.	Pay stops and no guaranteed travel to home. Further disciplinary action based on Home Unit recommendations, up to and/or including permanent suspension. If an infraction of the law, violator will be turned over to the local authorities.	Pay stops and no guaranteed travel to home. Further disciplinary action based on Home Unit recommendations, up to and/or including permanent suspension. If an infraction of the law, violator will be turned over to local authorities.
c. Serious violation of safety rules and practices which immediately threaten the safety of any personnel.		
d. Willful infliction of bodily injury to another person.		
e. Thievery or malicious damage of government and/or private property.		
f. Conduct offensive or abusive to the public.		
g. Possession, use and/or under the influence of alcohol and/or controlled substances from the time of hire to the time of release at the point of hire.		
h. Possession of a firearm or any other dangerous weapon.		
i. Willful, disruptive attacks or harassment of a person or group of persons because of their race, sex, age, ethnic origin, or religion.		
MINOR		
All other violations of rules, regulations, etc., i.e., tardiness, attitude problems, trouble making, violations of camp procedures, etc.	Probation for remainder of the fire assignment. Review by Home Unit for any further actions.	Same as for Major Offenses if occurs during the probation period.

Major offences may be handled by local laws and ordinances.

THESE ARE GUIDELINES AND DO NOT COVER ALL POSSIBLE CIRCUMSTANCES, NOR DO THESE GUIDELINES TIE OR LIMIT MANAGEMENT TO ANY SPECIFIC ACTIONS. THESE GUIDES APPLY TO EITHER INDIVIDUALS OR CREWS.

Appendix A - #8 - 18 Situations and 10 Standard Fire Orders

18 SITUATIONS THAT SHOUT "WATCH OUT"

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics and hazards.
6. Instructions and assignments not clear.
7. No communication link with crew members/supervisors.
8. Constructing line without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and the fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather is getting hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking a nap near the fireline.

10 STANDARD FIRE ORDERS

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire doing at all times.
3. Base all actions on current and expected behavior of the fire.
4. Identify escape routes and safety zones and make them known.
5. Post lookouts when there is possible danger.
6. Be alert be calm think clearly and act decisively.
7. Maintain prompt communication with your forces your supervisor and adjoining forces.
8. Give clear instructions and insure there understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively having provided for safety first.

Appendix B - Interagency Resource Representative Information Package

Southwest Area Interagency Resource Representative (IARR) Information Package

This information package should be read and carried by each Interagency Resource Representative (IARR) accompanying Southwest Area SWFF Firefighters and Camp Crews.

Reason for Sending Interagency Resource Representatives:

1. To act as an ambassador to the incident management team for the Southwest Coordinating Group.
2. To live and work as much as possible in one incident base location. In cases of multiple incident assignments the base location containing the majority of resources from the Southwest Area should be used as a base of operations for the IARR.
3. To assist the Crew Representative/Crew Boss (CREP/CRWB) in providing for the health, welfare, and safety of crew members.
4. To assist the incident management team in meeting the needs of all southwest area resources.

Duties

When Trainee Interagency Resource Representatives are assigned, they will work for the IARR and have essentially the same duties as the IARR.

The IARR will be assigned by the Southwest Coordination Center Manager or his/her designatee to accompany multiple crews and other resources on an incident. The IARR is responsible for the welfare of assigned crews and other resources assigned to the incident and serves as an administrative liaison and ambassador to the Incident Management Team. The IARR must be highly skilled in dealing with Incident Business Management procedures, especially in crew timekeeping, accident and reporting, commissary, and personnel management. The IARR must have an in-depth knowledge of the sending agency's policies and procedures relating to crews. The IARR normally reports to the Planning Section Chief and works in a base or camp environment.

The IARR has the following duties:

1. Obtain a resource order, including authorization for car rental, cell phone, computer, GPS, etc.
2. Obtain copies of regional safety alerts, bulletins, etc.
3. Secure and maintain a complete list of resources assigned to the incident(s) for which they are responsible.
4. Upon arriving at the reporting location, make arrangements for a vehicle and proceed to the incident.
5. Check in with the Planning Section (Status Check-in Recorder).
6. Make initial contacts with the Incident Commander, Human Resources, Finance, Operations, Medical Unit. Ensure they know you are available.

7. Ensure that you are included in the Incident Organization Chart.
8. Come to agreement with the IMT regarding disciplinary rules - if a person has a disciplinary problem, is he/she demobed, and for how big an offense? Is there a case where the team will insist that the entire crew is demobed. Be sure everyone agrees to these ground rules and that the CREP and CRWB are aware of these rules.
9. At the medical unit, get procedures for injuries and evacuation of injured. Be sure these are transmitted to CREP and CRWB.
10. Maintains regular contact with Crew Representatives, and Crew Boss to insure that work is being performed effectively and that they are fully informed on conditions affecting the crew. Investigates and assists with disciplinary cases, as needed. Briefs Crew Representatives, describing the following:
 - a. Duties of Crew Representatives.
 - b. Policies and Guidelines outlined within the "SWFF Crew Management Handbook".
 - c. Disciplinary procedures outlined within the "SWFF Crew Management Handbook".
11. Obtain a copy of passenger manifest forms from each Crew Representative, or Crew Boss.
12. Attend briefings and strategy sessions if possible, and keep current on plans for the incident. Keep track of all Southwest Area personnel locations and assignments.
13. Insure that rapid, accurate information is transmitted to coordinator on duty at SWCC and home units in cases of accidents requiring medical treatment, deaths, or major violations of rules and regulations.
14. In cases of death or serious injury, immediately contact the Home Unit, and the coordinator on duty at SWCC, and provide a briefing and all other information necessary.
15. Provide assistance to Crew Representatives/Crew Bosses on matters relating to timekeeping, commissary, accidents and injuries, personnel problems, or emergencies and other administrative matters.
16. Investigate and assist with disciplinary and unsatisfactory performance cases immediately. Unsatisfactory performance will be discussed with the person(s) involved. Make direct contact with the home unit to discuss the situation and appropriate actions. Insure that Crew Boss fulfill their responsibilities and authority in disciplinary and unsatisfactory performance cases.
17. Work with the incident management team in awareness of and need for scheduling of Rest and Recuperation (R&R) if needed. Consideration should be given to providing adequate laundry facilities, etc. for meeting personal needs during R&R.
18. Maintain contact with the coordinator on duty located in the Southwest Coordination Center and the Home Unit to exchange information and messages relating to the Southwest Area resources on assignments.

19. Assist management team with accident investigations involving Southwest Area resources and provides follow-up contacts for individuals receiving medical aid. Makes daily hospital visits as needed.
20. The IARR is available to local agency and fire staff. He/she is flexible and adapts to their needs. Serves as an ambassador from the Southwest Coordination Group to the Incident Management Team.
21. Provide assistance to the Demobilization Unit. Keeps Coordinator on duty at SWCC informed of demobilization plans.
22. Prepare a final IARR report including unit logs, summary of activities, significant observations, problems, suggestions for improvement, and submits this report to SWCC Center Manager at the completion of the assignment. Keep a copy for personal reference.
23. IARR are delegated authority and responsibility to administer on site crew and/or individual disciplinary actions. The IARR will work within the chain of command under the existing incident organization based on Southwest Firefighter (SWFF) Crew Management Handbook and home unit guidelines.
24. IARRs are authorized to negotiate with the IMT concerning their policy for demob of individuals and the entire crew for certain disciplinary problems.

Interagency Resource Representative Kit

Each IARR should be equipped with a kit containing the following items:

NFES#	ITEM DESCRIPTION	UNIT	QUANTITY
----	NATIONAL INTERAGENCY MOB GUIDE		
----	SWA MOBILIZATION GUIDE	EA	1
2552	ENVELOPE, MAILING, 4 1/8" x 9"	EA	5
0403	FORM, CA-1, EMPLOYEE NOTICE OF INJURY	EA	5
6044	FORM, CA-1, REPORT OF INJURY	EA	5
0405	FORM, CA-16, REQUEST FOR EXAMINATION AND TREATMENT	EA	5
0404	FORM, CA-2, REPORT OF ILLNESS	EA	5
6120	FORM, CA-6, REPORT OF FATALITY	EA	5
0448	FORM, FIELD NOTEBOOK	PD	2
0866	FORM, OF-288, EMERGENCY FIRE TIME REPORT	EA	5
0891	FORM, SF-261, CREW TIME REPORT	PD	1
0802	FORM, SF-371, FIRE OVERHEAD PERFORMANCE RATING	EA	5
0852	FORM, SF-372, CREW PERFORMANCE RATING	EA	5
6---	FORM, ICS-214, UNIT LOG (R03 REDUCED - PAGE 1)	PD	1
6---	FORM, ICS-214, UNIT LOG (R03 REDUCED - PAGE 2)	PD	2
----	PASSENGER / CARGO MINIFEST	EA	5
6096	SWFF CREW MANAGEMENT HANDBOOK	EA	1
0764	PAD, RULED TABLET	PD	1
0447	PEN, BALLPOINT	EA	2
0365	PEN, NYLON TIP, BLACK	EA	1
0776	PENCIL, MECHANICAL	EA	2
0364	ATLAS, ROAD, NORTH AMERICA	EA	1
6129	PORTFOLIO, VINYL COVER	EA	1
6122	HANDBOOK, NWCG-410-1, FIRELINE HANDBOOK	EA	1
6---	SOUTHWEST AREA RESOURCE REPRESENTATIVE I.D.	EA	1
----	(NOTE) CARD... "NAME BLANK"	EA	100

THIS KIT NOT STOCKED AT CATEGORY 1 CACHES LISTED FOR INFORMATION ONLY

Appendix C - Crew Representative Information Package

Southwest Area
Crew Representative Information Package

NOTE: THIS INFORMATION SHOULD BE READ AND CARRIED BY EACH CREW REPRESENTATIVE

Reasons for Sending Crew Representatives:

1. To live and work with crews on-shift and off-shift, from assembly point (or other designated point) until crew is demobilized and released from incident or completion of demob process.
2. To serve as a representative of the crew's home unit in assisting the Crew Boxx in providing for the crew members' health, welfare and safety.
3. To serve as trainer for developing certified Crew Supervisors.
4. When crews are sent outside local area, Crew Representatives are the official liaison for their crew(s).
5. Report crew performance to home unit upon completion of assignment.

Crew Representative Kit

Each CREP should be equipped with a kit containing the following items:

NFES #	ITEM DESCRIPTION	UNIT	QUANTITY
----	NATIONAL INTERAGENCY MOB GUIDE		
6121	SWA MOBILIZATION GUIDE	EA	1
2552	ENVELOPE, MAILING NOTICE OF INJURY	EA	5
0403	FORM, CA-1, EMPLOYEE NOTICE OF INJURY	EA	5
6044	FORM, CA-1, REPORT OF INJURY	EA	5
0405	FORM, CA-16, REQUEST FOR EXAMINATION AND TREATMENT	EA	5
0404	FORM, CA-2, REPORT OF ILLNESS	EA	5
6120	FORM, CA-6, REPORT OF FATALITY	EA	5
0448	FORM, FIELD NOTEBOOK	PD	2
6072	FORM, 10 STANDARD FIREFIGHTING ORDERS	EA	1
0866	FORM, OF-288, EMERGENCY FIRE TIME REPORT	EA	5
0891	FORM, SF-261, CREW TIME REPORT	PD	1
0852	FORM, SF-372, CREW PERFORMANCE RATING	EA	5
6---	FORM, ICS-214, UNIT LOG (RO3 REDUCED - PAGE 1)	PD	1
6---	FORM, ICS-214, UNIT LOG (RO3 REDUCED - PAGE 2)	PD	2
----	PASSENGER / CARGO MANIFEST	EA	5
----	SWFF CREW MANAGEMENT HANDBOOK	EA	1
1436	LABEL, CREW REPRESENTATIVE	EA	2
0019	LABEL, CREW BOSS	EA	2
1206	LABEL, SQUAD BOSS	EA	6
0764	PAD, RULED TABLET	PD	1
0447	PEN, BALLPOINT	EA	2
2545	MARKER, FELT TIP, BLACK	EA	1
0776	PENCIL, MECHANICAL	EA	2
6129	PORTFOLIO, VINYL COVER	EA	1
6122	HANDBOOK, NWCG-4101-1, FIRELINE HANDBOOK	EA	1
0886	HANDBOOK, FSH-6709-11, HEALTH AND SAFETY CODE	EA	1
----	DI-134 REPORTING FORM	EA	1

Appendix C - Crew Representative Information Package (cont.)

Crew Representatives are required to wear protective clothing, carry a fire shelter, fire tool and radio. It is desirable that CREP hard hats be plainly marked with a title (label) or some other distinctive identification.

Information Needed by the Crew Representative Before Departure

1. Crew Representatives must read and become familiar with the SWFF Crew Management Handbook including the Crew Representative Kit contents.
2. Directions to the assembly point.
3. Time to report to designated assembly point.
4. Names of Crew Boss or person to be contacted at the assembly point.
5. Size of the crew.
6. Transportation information to the incident.
7. Plans for providing meals for crews while in route to the incident or other destination.
8. Where and to whom to report to at the incident.
9. Incident name, location, ordering agency and any details available about the incident such as size, type of terrain, type of fuels and unusual weather or fire behavior conditions.
10. A copy of the resource order and any details available.

MAKE SURE YOU OBTAIN A COMPLETE CREW REPRESENTATIVE KIT PRIOR TO DEPARTURE

Departure Briefing

Before departure, the crews leaving for the incident should be given a briefing at the assembly point including the following:

1. Crew standards expected while on assignment. Work Performance on-shift and off-shift, behavior, conduct, safety, and protocol.
2. Destination of the crew and what to expect upon arrival.
3. Remind crews that they are guests of the ordering unit. They should at all times conduct themselves like a guest who wants to be invited back.

Responsibilities of the Crew Representative

Crew Representatives (CREP) are to set the example as leaders for organized crews. CREPs must demonstrate the highest qualities of leadership, work ethic and attitude, behavior, safety, personal appearance, etc. at all times. CREPs must have proper equipment and protective clothing (laced boots, hard hat, fire shelter, etc.). CREPs are to follow the same rules and regulations as the crews... No preferential treatment will be given. NOTE: CREW REPRESENTATIVES SHOULD READ AND HAVE AN UNDERSTANDING OF THE "SWFF CREW MANAGEMENT HANDBOOK".

The CREP is responsible for the conduct, work, welfare, and safety of the crew. The CREP will always be fair and firm. The CREP will utilize appropriate authority to correct improper conditions affecting the crew. CREP should maintain good communications with the Interagency Resource Representative.

CREP Responsibilities are:

1. Look after crew's welfare and coordinate actions closely with the Crew Boss.
2. Maintain communications between the crew and appropriate supervisors regarding the crew's safety and welfare.
3. Discuss with the IARR any problems which are most difficult to resolve. Keep the IARR advised.
4. Assist the Crew Boss with internal grievances and management within the crew.
5. Report the crew performance and problems to the home unit.
6. Responsibilities continue 24 hours a day until the crew is returned home unit.
7. During mobilization, report to the home unit's designated assembly point at the requested time with personal gear and obtain necessary information concerning the assignment.
8. Request crew roster, manifests, Crew Boss's checklist, time sheets, and SWFF IQCS red cards for each crew member.
9. Inspect the Crew Boss and assist the Crew Boss in inspecting the crew for proper qualifications, clothing, equipment, and physical condition.
10. Accompany the crew during travel, in camp, on R&R, and on the fireline. Assist the Crew Boss in the management of the crew.
11. When crew arrives at a destination, maintain an alert status and be sure the crew conducts themselves in an orderly manner.
12. Assist with travel and subsistence arrangements for the crew.
13. At the incident or other destination, report to the individual in charge for instructions and brief the crew.
14. Explain procedures and policies to those not familiar with the use of a SWFF crew.
15. Be familiar with timekeeping procedures and ensure that timesheets and proper records are maintained for the crew. Assist time unit leader with posting timesheets for crew members.
16. Provide the crew with safety equipment and good tools and see that they adhere to safety and sanitary practices. Also, see that the crews receive a reasonable amount of rest (2:1 work to rest ratio).
17. Alert the fireline supervisor when unsafe fireline situations occur.

18. Assure that injuries are properly cared for and accident forms are prepared promptly. In the absence of an Interagency Resource Representative, insure that accurate information is supplied to the home unit.
19. Be firm and decisive in handling crew problems; set an example and show leadership, fairness, and concern for the crew. BE POSITIVE AT ALL TIMES.
20. Maintain Unit Log (ICS-214) original for the incident and include a copy in your Crew Representative Report. Insure that all daily activities are recorded.
21. The Crew Representative has authority and responsibility to administer crew and/or individual discipline within the chain of command under the existing incident management organization and according to the guidelines of the current SWFF Crew Management Handbook.
22. Remain with the crew until released by properly authorized official. Prior to leaving the crew, return the SWFF IQCS Red Cards of crew members to the Crew Boss.
23. Complete the documentation of disciplinary cases prior to leaving the incident. Timely completion of the initial paperwork will insure that the entire disciplinary process will proceed within the allotted time frames.

Appendix D - Crew Boss Information Package

Southwest Area Crew Boss Information Package

NOTE: THIS INFORMATION SHOULD BE READ AND UNDERSTOOD BY EACH CREW SUPERVISOR

Reasons for Sending Crew Boss

1. This position is required by PMS 410-1 Fireline Handbook, page A-37.
2. To live and work with crews on-shift and off-shift, from assembly point (or other designated point) until crew is released back at the home assembly point.
3. Provide for the crew members health, welfare, and safety.
4. To act as trainer for developing certified Crew Bosses.

The Crew Boss needs work clothes, protective clothing, a fire shelter, and a fire tool. It is desirable that their hard hats be plainly marked with a title (Crew Boss).

Information Needed by the Crew Boss Before Departure

1. The Crew Boss must read and become familiar with the Southwest Firefighter (SWFF) Crew Management Handbook.
2. Designated assembly time for the crew.
3. Size of the crew.
4. Transportation information to the incident.
5. Plans for providing meals while in route to the incident or other destination.
6. Where and to whom to report to at the incident.
7. Incident name, location, ordering agency and any details available about the incident such as size, type of terrain, type of fuels and unusual weather or fire behavior conditions.
8. A copy of the resource order.
9. Crew Boss Checklist and ID cards for all crew members

Responsibilities of the Crew Boss

Crew Bosses are to be an example and leader for organized crews. They must demonstrate the highest qualities of leadership. Work ethic and attitude, behavior, safety, concern, personal appearance, etc. must be excellent at all times. They must have proper equipment and clothing (laced boots, hard hat, fire shelter, etc.). They must put the crew before themselves during all aspects of the fire assignment (travel, working, feeding, sleeping, etc.). The Crew Boss must not do anything the crew is not allowed to do. Crew Bosses are

to follow the same rules and regulations as the crews. No preferential treatment will be given.

NOTE: CREW BOSSES SHOULD READ AND HAVE AN EXCELLENT UNDERSTANDING OF THE "SWFF CREW MANAGEMENT HANBOOK". Crew Bosses are responsible for the conduct, work, welfare, and safety of the crew.

Crew Bosses Responsibilities are: Crew Boss may function without Crew Rep (Agency's Discretion)

1. Look after crew's welfare on the fireline and incident facilities; closely with the Crew Representative.
2. Maintain communications between the crew and appropriate supervisors regarding the coordinate actions crew's safety and welfare.
3. Talk to the Crew Representative and/or IARR about problems which are most difficult to resolve. Keep the CREP/IARR advised of the crew's status.
4. Settle internal grievances within the crew.
5. Responsibilities begin when joining the crews at the assembly point and continue 24 hours a day until the crew is returned to the Home Unit.
6. Upon mobilization, report to the home unit or designated assembly point at the requested time with all necessary personal gear and obtain all necessary information concerning the assignment.
7. Upon meeting the crew, complete the crew roster, manifests, Crew Boss Checklist, time sheets, and SWFF IQCS red cards for each crew member.
8. Inspect the crew for proper qualifications, clothing, equipment and physical condition.
9. Accompany the crew during periods of travel, in camp, on R & R, and on the fireline. Maintain control of the crew at all times.
10. Complete the travel and subsistence arrangements for the crew. See that crew movements are orderly and conducted safely.
11. Be familiar with timekeeping procedures and ensure that proper time records are maintained for the crew. Complete the crew time report at the end of each work shift.
12. Alert your CREP when unsafe fireline situations occur and make sure they will be corrected.
13. Assure that injuries are properly cared for and accident forms are prepared promptly.
14. Be firm and decisive in handling crew problems; set an example and show leadership, fairness, and concern for the crew. BE POSITIVE AT ALL TIMES.
15. Crew Bosses have the authority and responsibility to administer crew and/or individual discipline within the chain of command under the existing incident management organization and according to the guidelines of the current SWFF Crew Management Handbook.
16. Remain with the crew until released by the home unit. Prior to leaving the crew, return the SWFF IQCS Red Cards to the crew members.

Appendix D - Crew Boss Information Package (cont.)

CREW NAME: _____

CREW BOSS MOBILIZATION CHECKLIST

ITEMS TO BE COMPLETED BY CREW BOSS:

1. Current SWFF IQCS red cards are verified for all crew persons.
2. SWFF identification cards collected to submit to CREP.
3. Condition-of-hire is reviewed with the entire crew present.
4. Crew Manifest is completed with weights for personnel and gear shown separately. Make ten copies to take with you. Leave the crew weight blank if the crew is being mobilized by a charter aircraft and the NIFC jet. The Load Master at the mobilization center will weight all personnel and gear. The maximum crew weight will not exceed 5,100 pounds.
5. Check qualification of Squad Bosses (IQCS Red Card shows Squad Boss as minimum qualification).
6. Physical inspection of crew persons conducted (no apparent sick, injured, or intoxicated persons present).
7. Physical inspection of crew members personal gear completed (boots, pants, shirts, jacket, rain gear, etc.).
8. OF-288 Fire Time Reports initiated - top portion completed.
9. Checklist signed and attached to time book.

CREW BOSS SIGNATURE

CREW BOSS PRINTED NAME

DATE: _____

TIME: _____

REMARKS:

Deleted:
21

Appendix D - Crew Boss Information Package (cont.)

STANDARD FORM 245 (6/77) Prescribed by USDA FSM 5716 USDI MP9400.518		PASSENGER AND CARGO MANIFEST			NO. OF PASSENGERS ON THIS PAGE	PAGE ____ OF ____
ORDERING UNIT		PROJECT NAME			PROJECT NO.	
NAME OF CARRIER		MODE OF TRANS & ID NO.			PILOT OR DRIVER	
CHIEF OF PARTY		REPORT TO:			IF DELAYED CONTACT	
DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE
PASSENGER AND/OR CARGO NAME		M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE	HOME UNIT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
SIGNATURE OF AUTHORIZED REPRESENTATIVE					DATE	

CHIEF OF PARTY COPY